



**SUBJECT:** U.S. Agency for International Development/Bureau for Democracy, Conflict, and Humanitarian Assistance/Office of Food for Peace Annual Program Statement for International Emergency Food Assistance, Opportunity Number APS-FFP-15-000001

**ISSUANCE DATE:** March 23, 2015

U.S. Agency for International Development's (USAID) Office of Food for Peace (FFP) is the U.S. Government leader in international food assistance. The purpose of this Annual Program Statement (APS) is to disseminate the necessary information to enable prospective applicants to apply for USAID FFP emergency food assistance awards using Title II and/or Emergency Food Security Program (EFSP) resources.

This APS provides the following: authorities for FFP funding of emergency food assistance; contextually relevant background information; a description of the project objective and types of activities for which concept papers and applications will be considered; a description of the process and requirements for submitting concept papers and applications; the criteria for evaluating and selecting concept papers and applications; and references to relevant documentation available on the internet.

## **I. FUNDING DESCRIPTION**

### **1. AUTHORITIES**

Any awards issued under this APS will be made under the Food for Peace Act (FFP Act), as amended by the Agricultural Act of 2014, or under the Foreign Assistance Act of 1961 (FAA), as amended.

#### **Food for Peace Act**

Title II of the FFP Act authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States and to provide assistance to address famine and food crises; combat malnutrition, especially in children and mothers; carry out activities that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding programs; and promote economic and nutritional security by increasing educational, training, and other productive activities.

The Agricultural Act of 2014 amended the Food for Peace Act such that Section 202(e) funding may now be used to establish and enhance Title II programs, which represents an expansion over prior legislation. For more information on Title II Section 202(e) applicants can refer to the [FFPIB 14-01](#).

For emergency interventions included in this APS, FFP Act Title II Section 202(e) funds may be used to establish or enhance programs, which may include local and regional purchase of food, cash transfers, food vouchers, and complementary services directly supporting the food assistance modality selected, to facilitate the availability of and/or access to food (refer to page 6).

## **Foreign Assistance Act**

The FAA authorizes the provision of disaster assistance through the International Disaster Assistance (IDA) account. The Emergency Food Security Program (EFSP) is administered using IDA funds for cash-based food assistance, including local and regional purchase of food, and other interventions such as food vouchers and cash transfers to facilitate the availability of and/or access to food.

As described above, Title II is authorized by the FFP Act, while EFSP is authorized under the FAA. Both sources of funding emergency food assistance address needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. More information on USAID food assistance programs can be found on the [FFP website](#).

## **Background**

Title II in-kind food assistance resources remain USAID's primary mechanism for addressing emergency food assistance needs. Under in-kind assistance interventions, the U.S. Government procures commodities from U.S. producers and then provides the commodities and associated costs to an implementing agency for use in programs to enhance the food security of vulnerable populations. In addition to Title II in-kind food assistance resources, FFP provides grants to partners for market-based food security interventions including local or regional purchase of foods, cash transfers or food vouchers, as well as complementary services linked to these food assistance modalities. Cash-based awards differ in that the U.S. Government transfers monetary—but not in-kind—resources to an implementing agency, which are then used to enhance the food security of vulnerable populations through these different food assistance modalities. FFP may provide grants for such cash-based food assistance interventions with either IDA funding through the EFSP or as part of a Title II program under Title II Section 202(e).

FFP strives to uphold the following principles across all programs:

- Do no harm in the process of providing food or other food assistance resources;
- Strive to keep the interests of the beneficiaries at the center of the FFP program;
- Adhere to the highest standards of human rights and dignity in our provision of assistance;
- Provide access to food to those in greatest need in an impartial manner, without bias or prejudice; and

- Enable communities to find durable means to meet their own food security needs

## **2. APPLICABILITY OF THIS APS**

Unless otherwise noted, all sections of the APS are applicable to all emergency requests, whether supported by FFP Act or FAA-authorized resources.

Applicants should submit concept papers outlining requested Title II in-kind assistance or cash-based modalities, without specifying the funding source for cash-based modalities. USAID will decide how any approved cash-based modalities will be funded.

The APS applies to both new proposed interventions and funded extensions or modifications of existing FFP-funded emergency projects.

USAID assumes no liability for reimbursing applicants for any costs that may be incurred in the preparation and submission of concept papers and/or applications.

USAID reserves the right to issue additional solicitations and/or make awards outside of this APS in order to meet the objectives of the U.S. Government.

FFP emergency projects awarded prior to the issuance of this APS must adhere to the requirements of this APS if requesting follow-on awards.

Applications under this APS can be for either Title II in-kind resources, cash-based modalities, or a combination of the two types of interventions.

This APS does not apply to Title II development (i.e., non-emergency) resources.

This APS does not provide guidance to existing Title II development projects regarding the use of approved non-emergency resources in response to an emergency. For such guidance, current recipients should contact the project's Agreement Officer's Representative (AOR) in FFP. FFP will ensure that there is no duplication between emergency applications under the APS and non-emergency resources used in response to an emergency.

Non-governmental organizations (NGOs), private voluntary organizations (PVOs) and cooperatives should use this APS for applications requesting emergency Title II in-kind resources or cash-based resources.

Public international organizations (PIOs) should use this APS for applications requesting cash-based resources and may opt to use it to request emergency Title II in-kind resources.

Unless otherwise noted, all sections of the APS are applicable to both Title II in-kind resources or cash-based modalities.

USAID anticipates issuing amendments or addenda to this APS to request concept papers or applications for specific emergencies. USAID will post amendments or addenda to [Grants.gov](https://www.usaid.gov/grants).

through which organizations may sign up to receive notifications of changes. USAID may issue amendments or addenda to this APS for other reasons, such as to establish deadlines or notify interested parties that no further funding is available.

Awards will be made and administered in accordance with applicable laws and regulations, including the FFP Act, the FAA, USAID regulations, policies, procedures, and any actual award provisions, including [USAID Standard Provisions](#). The awards will be administered under 22 CFR Part 211, 22 CFR Part 216, 2 CFR Part 200, 2 CFR Part 700, USAID Standard Provisions, and FFP Information Bulletins as applicable.

Please refer to the *Award Administration and Relevant Websites for Reference* section for a more comprehensive list of references.

Notwithstanding the foregoing, or other provisions of this APS, USAID reserves the right to make awards to PIOs on different terms and conditions than to those made to NGOs, PVOs, and cooperatives; and to require different documentation prior to, or as a requirement under, an award.

All applications under this APS must be submitted online through the Food for Peace Management Information System (FFPMIS) at <https://usaid-ffp.entellitrak.com>. Access to FFPMIS may be requested at [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com). See the *Submission Content Guidance* section for details.

## **II. AWARD INFORMATION**

### **3. SPECIFIC PROGRAMMATIC GUIDANCE**

#### **A. Program Objectives and Scope**

Through its emergency programs, FFP strives to provide food assistance to save lives, reduce suffering, and support the early recovery of populations affected by both acute and chronic emergencies.

FFP responds to emergency situations, or crises, where the food supply is severely disrupted and populations lack access to sufficient food through normally available means (e.g., production, barter, purchase in markets, etc.). Such situations may involve drought, floods, earthquakes, and/or civil conflict. Only in extreme circumstances would responses to an economic shock (e.g., rise in food prices due to global price increases, reduced remittances due to a recession) not related to the aforementioned situations be eligible for funding under this APS. Such economic shocks may, however, be considered aggravating factors when determining food assistance needs in response to these situations.

For the purposes of this APS, FFP defines *relief* and *recovery* activities as follows:

- **Relief** - Activities that meet the immediate, life-saving food assistance needs of populations directly affected by an identifiable shock, or which protect livelihoods from further degradation. Typical activities may include direct food assistance through blanket or targeted rations to affected populations (particularly women and children, who have additional vulnerability in most emergency situations due to their status) and therapeutic and/or supplementary feeding to acutely malnourished individuals. Cash transfers and food vouchers may be considered when appropriate to the context of the emergency and existing markets. Complementary services that have a direct impact on food insecurity may also be proposed.
- **Recovery** - Activities implemented for a specified, appropriate timeframe that assist populations recovering from an identifiable shock and, if possible, place them on a trajectory that facilitates their return to at least a subsistence level and capable of participating in development activities. Typical activities may include provision of “seed protection - food rations” for the planting season and food distributions; cash transfers or food vouchers for work to restore livelihood assets eroded by the shock; (“food/cash for work”); cash transfers or food vouchers for work to restore productive community assets (“food/cash for assets”), or other complementary services that have a direct impact on food insecurity.

Given that emergency resources are limited, priority will be given first to life-saving relief interventions, and then to early recovery activities. For both relief and recovery activities, FFP expects that emergency food assistance modalities and transfer costs will comprise the majority of total proposed costs.

USAID’s focused resilience-building efforts are multi-year, multi-sectoral and multi-partner programs. If unique conditions on the ground merit the inclusion of FFP emergency activities in one of these joint efforts or similar strategic opportunity, FFP will issue a standalone FFP emergency APS solicitation for multi-year work. This APS is not designed to support multi-year awards.

At the same time, FFP believes that appropriate shorter-term emergency and recovery food security interventions supported under this APS may mitigate the impact of shocks, prevent the erosion of household assets and livelihoods, and accelerate recovery—contributing to the future resilience of affected households and communities. These activities may include conditional food distributions, cash transfers or food vouchers tied to asset creation and rehabilitation of community infrastructure, livelihood trainings, and community based disaster risk reduction initiatives, or other activities that both improve food security and support resilience. Funding for such activities must be tied to one of the in-kind or cash-based modalities described below. FFP will confer with the Office of U.S. Foreign Disaster Assistance (OFDA) in evaluating and making a final determination for applications that involve sectors where OFDA is the designated lead USAID emergency response office.

**Eligible Food Assistance** - Under this APS, FFP has identified five different modalities toward providing the most appropriate and effective emergency food assistance response.

### Modality for In-Kind Emergency Food Aid Resources:

- **Title II in-kind food aid** – the provision of U.S. food commodities procured through the regular ordering process or drawn from pre-positioned stocks, with associated costs, as determined by FFP, to food insecure beneficiaries in the affected country.

### Modalities for Cash-Based Resources:

- **Local procurement** – the purchase of food commodities, including nutritional commodities, within a country affected by an emergency and provides advantages in cost, lead time, and/or quality over alternative procurement modalities.
- **Regional procurement** – the purchase of food commodities, including nutritional commodities, in a country other than the recipient of distributions, which is listed on the DAC list of ODA recipient countries—and subject to FFP approval—and provides advantages in cost, lead time, and/or quality over alternative procurement modalities.
- **Cash transfers** – the provision of money to beneficiaries affected by an emergency who lack economic access to food stocks that are readily available in the local markets of the affected country. Funds may be provided in a variety of ways, and electronic payments are considered a cost effective and efficient business practice.
- **Food vouchers** – the provision of vouchers that are redeemable for food to beneficiaries affected by an emergency who lack economic access to food stocks that are readily available in the local markets of the affected country.
- **Complementary Food Security Services** – the provision of services that would complement the primary mechanisms for providing food assistance and are directly supporting one of the five modalities noted above. *Such interventions must not exceed 20 percent of the total proposed budget of any application, including all supporting costs.* Based on their potential to contribute to the stabilization of household and community access to adequate nutritious food, interventions may include:
  - agriculture and food security; including support for agricultural inputs such as seeds, tools, fodder, as well as agriculture-related training
  - livelihoods; including support for community-level savings and restoration of livelihoods
  - nutrition; including support for community-based services such as community-based management of acute malnutrition (CMAM), integrated management of acute malnutrition (IMAM), promotion of appropriate infant and young child feeding practices in emergencies and/or other social and behavior change communication, or distribution of locally/regionally procured nutrition products

Monetization of commodities will typically not be permitted under this APS. However, on an exceptional basis, applicants may propose a Title II-funded market access program activity for review and consideration. For additional information on market access programs, see the [Market Assistance Program Field Manual](#).

For in-kind food aid, applicants must request commodities on [FFP's commodity price list](#). Note that specialized food aid commodities, such as emergency food products or ready to use

therapeutic foods require specifically tailored interventions. Requests for these specialized commodities will be considered on a case-by-case basis.

Cash-based modalities used for local and regional procurement of commodities are subject to limitations in the FFP Act, FAA, and USAID regulations and policies. Generally, assistance may be provided to, and locally or regionally procured food commodities may be purchased from, countries listed in the Official Development Assistance (ODA) recipients list of the Organization for Economic Co-Operation and Development's (OECD) Development Assistance Committee (DAC) as referenced in Section 10.A.1. The [DAC list](#) of ODA recipients can be found at the [OECD website](#).

## **B. Project Duration**

Resources available under this APS are prioritized to address immediate emergency relief and early recovery food assistance needs. Immediate relief activities should not exceed 12 months in duration and should be justified based on need. For populations that are affected by protracted emergencies—such as refugees or internally displaced persons—needs must be periodically reassessed. Applications for recovery or relief-to-recovery activities should not exceed 18 months. Awards may be subsequently extended based on needs and conditions on the ground, and such funded extensions will typically require a new submission under this APS.

## **C. Anticipated Funding Availability**

Absent exceptional circumstances, USAID anticipates that cash-based awards will not exceed \$30 million for any one award. In-kind funding may exceed \$30 million. This level of funding is provided for planning purposes only. Project applications can be submitted above or below this dollar amount, and will be considered based on the strength and appropriateness of the applicant's proposed project.

## **D. Cost Share**

No cost share is required. Where possible, all applications, particularly those that are recovery-focused, should include activities that are integrated with activities in other sectors, layered with other investments in the same communities, and/or sequenced with activities that will further enhance the food security of the target population.

## **E. Anticipated Number of Awards**

USAID plans to make multiple awards in the form of grants and/or cooperative agreements under this APS. Nevertheless, USAID reserves the right not to make any awards at all or to limit the number of awards made to a particular region or country. There is no limit regarding either the number of applications that an organization may submit or the number of awards FFP may approve for a given region or country or to a specific organization.

# **4. SELECTION PROCESS AND SCHEDULE**

## **A. Selection Process**

Award approval authority rests with USAID's FFP Office for Title II awards and with USAID's Office of Acquisition and Assistance (OAA) for EFSP awards. Award determinations are made by the respective offices' Agreement Officers (AO) based on the outcome of a Selection Committee's review of each application.

USAID approval of a project with both Title II and EFSP resources will result in USAID issuing two awards – one award for the Title II component and one award for the EFSP component.

USAID requires applicants to submit a brief concept paper prior to submitting a full application. Applicants may submit concept papers for projects requesting in-kind resources only, cash-based resources only, or both in-kind and cash-based resources, as warranted. Applicants need only submit one concept paper, even if they are requesting both in-kind and cash-based resources. Concept papers will be reviewed as they are received by USAID to quickly determine whether USAID would consider supporting the applicant's proposed project. A concept paper will be approved, and result in an invitation to submit a full application under the following review criteria:

1. Applicant adequately justifies the need for emergency food assistance for emergency or recovery programs in accordance with the APS, and
2. Proposed programmatic approach appears technically sound and without significant problems that would render the application highly unlikely to be funded, and
3. Food assistance pipeline or project are advisable at the time and, ideally, consistent with overall food assistance program and coordination in the country.

If all three criteria are met, USAID will then consider the following factors: the current and planned level of U.S. Government support for the emergency, the response strategy of the recipient country's government, the availability of USAID's resources, other current and projected emergency food assistance needs, and the availability of U.S. Government pre-positioned food aid commodities.

If applicants successfully meet the three criteria listed above and no constraints to program funding or implementation are evident, applicants will be requested to submit full applications for the proposed projects (or portions thereof). For those concept papers seeking both in-kind and cash-based resources, USAID may determine that the concept paper successfully meets the criteria for funding from one resource, but not the other, and thus USAID may subsequently request an application for only one of the two resources requested.

Applicants will receive a notification if their concept papers are deemed unsuccessful. USAID will not provide debriefs for unsuccessful concept papers, but may at its own discretion debrief in exceptional circumstances. If an applicant is not invited to submit a full application as a result of submission and review of a concept paper, any re-submission by that applicant of another



concept paper for the same program (e.g., same shock, same beneficiary population, same geographic area, same emergency needs, etc.) will only be considered under exceptional circumstances. Similarly, if an applicant's full application is not recommended for funding, re-submission of another concept paper for the same program (e.g., same shock, same beneficiary population, same geographic area, etc.), by the same applicant, will only be considered under exceptional circumstances.

The request for a full application is not a commitment by USAID to fund the proposed project (or portion thereof). The decision to submit a full application is at the applicant's sole discretion. USAID reserves the right to reject an application without review if the assumptions and/or circumstances underlying the approval of the concept paper have changed significantly. Therefore, applicants are urged to submit full applications within two weeks of being invited to do so.

Applicants shall be requested to submit full applications for projects requesting in-kind resources only, cash-based resources only, or a combination of both resources, depending on which food assistance modalities USAID approved at the concept paper stage. While the basic format and requirements are the same for applications for both scenarios, there are some differences. To expedite processing of awards, USAID requests that applicants provide information specifically required for each resource as stated in the *Content of Applications* section. Applicants need only submit one full application even if both in-kind and cash-based resources are included in the application. USAID will determine the funding source.

Full applications will be evaluated on a rolling basis in accordance with the criteria set forth in the *Merit Review Criteria* section below. After review of an application, either an award decision will be made, or—if deemed necessary—written and/or verbal discussions/negotiations will be conducted with applicants who submit the most highly-rated applications. After the conclusion of any such discussions/negotiations, applicants will, unless otherwise advised, be required to submit revised applications which will be re-evaluated against the review criteria. If necessary, USAID may conduct more than one round of discussions/negotiations and may request more than one revised application.

The application process has been designed to minimize the time needed for award approval. While there is no time limit or approval deadline associated with the APS application review process, USAID will make award decisions as quickly as possible.

## **B. Schedule**

This APS is open indefinitely and will remain open until an APS amendment is issued to establish a closing date. Concept papers may be submitted at any time until the APS closes. USAID intends to review applications as they are submitted, but USAID may issue amendments or addenda to this APS to request concept papers or applications for particular countries or regions of interest. USAID will post amendments or addenda to [Grants.gov](https://www.grants.gov) (through which organizations may sign up to receive notifications of changes), and to the [FFP Emergency Food Assistance website](https://www.usaid.gov/our-work/food-for-peace/food-for-peace-management-information-system). Please note that concept papers must be submitted through the Food for Peace Management Information System (FFPMIS) and will not be reviewed if submitted directly to Grants.gov. USAID may issue

amendments or addenda to this APS for other reasons, such as to establish deadlines or notify interested parties that no further funding is available.

### **III. ELIGIBILITY INFORMATION**

#### **5. APPLICANT ELIGIBILITY**

##### **A. Eligible Partners**

Under this APS, the applicant must be:

##### **1. For Title II Projects**

- (i) A PVO or cooperative that is, to the extent practicable, registered with the USAID Administrator, or
- (ii) A PIO, such as the UN World Food Program.

This includes U.S. and non-U.S. nonprofit organizations (1) as defined in Section 402 of the Food for Peace Act; (2) as described in the PVO Conditions of Registration on the [USAID website](#); and (3) in accordance with [ADS 303](#).

In addition, USAID may provide Title II resources and agricultural commodities to meet emergency food needs through governments in such a manner and on such terms and conditions as USAID determines appropriate to respond to the emergency.

##### **2. For EFSP Projects**

- (i) A U.S. or non-U.S. NGO, including PVOs, or
- (ii) An organization designated by the U.S. Department of State as a PIO such as the UN World Food Program.

An NGO is defined by USAID as any non-governmental organization or entity, whether non-profit or profit-making.

A PVO is a U.S. private voluntary organization, international private voluntary organization or a local private voluntary organization as defined in 22 CFR 203.2. and as described in the [Private Voluntary Organization Conditions of Registration](#) on the USAID website.

##### **B. Non-eligible Partners**

Under this APS, for both Title II and EFSP, USAID will not accept applications from, or provide resources to individuals, parastatal organizations, or U.S. Government departments and agencies.

Note that EFSP resources cannot be awarded to governments. However, under Title II, USAID may provide agricultural commodities to meet emergency food needs through foreign governments.

### **C. New Partners**

USAID encourages concept papers from potential new partners. However, awards to these new organizations may be delayed as the USAID Agreement Officer may need to undertake pre-award reviews as discussed in ADS 303.3.9. These pre-award reviews may affect implementation dates and activities; new partners should take this into account. Potential new partners might wish to consider collaborating with those organizations that have met the criteria described in the ADS in an attempt to expedite review and approval.

### **D. Code of Conduct**

As a condition for any award specific to EFSP resulting from this APS, applicants must have adopted a code of conduct that addresses the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations. U.S. legislation stipulates that no International Disaster Assistance (IDA) funds may be obligated to an organization that fails to adopt a code of conduct providing technical guidance for the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations. Such a code of conduct must be consistent with the UN Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises, which includes the following core principles:

- 1.** Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment;
- 2.** Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;
- 3.** Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries;
- 4.** Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work;
- 5.** Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same humanitarian aid agency or not, s/he must report such concerns via established agency reporting mechanisms;
- 6.** Humanitarian workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their code of

conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

#### **E. USAID Disability Policy and Accessibility Standards**

The applicant's attention is directed to [USAID Disability Policies](#). These policies have implications for both the project design and project budget.

#### **F. Voluntary Survey on Faith-Based and Community Organizations**

The applicant is encouraged, but is not required, to submit [USAID's Voluntary Survey on Faith-Based and Community Organizations](#).

#### **G. Ineligible Goods and Services, Ineligible Suppliers, and Restricted Goods**

The applicant's attention is directed to [ADS 310](#), [ADS 312](#), and [ADS 313](#). These rules and requirements may affect the project design, budget, timing of award, and/or timely project implementation and post-award administration.

#### **H. Development Experience Clearinghouse**

[ADS 540](#) requires awardees (except PIOs) to submit documentation created during the course of a USAID award to the USAID Development Experience Clearinghouse (DEC), such as assessments, analyses, studies, articles, baseline surveys, midterm and final evaluations, and appropriate components of the ARR. Prior to submitting materials, awardees should contact the AOR to ensure that the final and cleared materials are agreed upon for DEC submission, if required by the terms of the award. Awardees should upload all documents through <https://dec.usaid.gov/>.

### **IV. SUBMISSION AND APPLICATION INFORMATION**

#### **6. SUBMISSION CONTENT GUIDANCE**

Applicants are encouraged to review [Results-Oriented Assistance: A USAID Sourcebook](#), which may prove helpful in preparing concept papers and applications. If the concept paper responds to a rapid onset emergency, USAID recognizes that estimates may be included which are subject to change and that specific details may be unknown. USAID encourages applicants to submit concept papers as soon as possible and applications, if requested, within two weeks in order to respond in a timely manner. USAID will work with applicants and potential partners to address needed changes should the situation evolve and more information becomes available.

All submissions should be completed online through FFPMIS.

FFPMIS can be accessed at <https://usaid-ffp.entellitrak.com/>.

- User guides and additional FFPMIS resources can be found on [the TOPS website](#).

- Any technical questions on use of FFPMIS should be emailed to [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com). The FFPMIS helpdesk is staffed from 9:00 a.m. to 5:00 p.m., Monday through Friday.

FFPMIS submissions will require a combination of data entry and document uploads. All uploaded documents should be completed in accordance with the format detailed in this APS and must adhere to the following:

- Written in English and in 12-point Times New Roman font, including all text in tables or charts;
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, proposed country, and applicant name;
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Official (signed) documents, memoranda and certifications may be submitted as Adobe PDF files; and
- Emailed, hard copy, and faxed concept papers and applications are not acceptable.

#### **A. Content of Concept Paper (5 pages maximum)**

Concept papers should not exceed five pages. Concept papers that exceed this limit may be rejected without review. In addition to concept papers, applicants should submit one 1-page project overview table that includes in-kind food aid resources, cash-based resources, and/or complementary services, as applicable. Applicants should also submit a map of the proposed target area(s). Applicants must provide requested information. USAID understands that the information in the concept papers will be preliminary and may change in the final application.

**1. Project Overview Table.** Applicants are encouraged to fill in and submit the following table with their concept paper.

**Project Overview Table**

Applicant						
Country and Geographic Administrative Unit(s) (in the country)						
Project Title (if applicable)						
Total Funding Level Requested						
Start and End Date of Award						
	T2 IK	LP	RP	CT	FV	CS
Resources Requested by Modality(ies) in USD (T2 IK – Title II In-Kind*, LP – Local Procurement, RP – Regional Procurement, CT – Cash Transfer, FV – Food Vouchers, CS – Complementary Services)						

Commodity request (including metric tonnage and procurement locations)						
Number of Beneficiaries (by activity)						
Average Cost per Beneficiary (by activity)						
Average Cost per Beneficiary (by month)						
Brief Description of Each Activity (e.g., food/cash for work, targeted supplementary feeding, etc. and timelines, as appropriate, for each activity disaggregated by in-kind/cash-based funding, if applicable)						
Additional Information:						

\*For Title II In-Kind, include Commodity Cost and Freight (C&F), along with any required ITSH and Section 202(e) funding.

Concept papers should include organizational information and preliminary technical and budget information, as follows:

## 2. Identification

- (i) Name and address of organization;
- (ii) Type of organization (e.g., NGO, PVO, PIO and whether local, US-based or international); and
- (iii) Contact information for authorized representative of the applicant organization (name, title, phone and e-mail).

## 3. Technical Information

- (i) Emergency Description (no more than half a page). Describe the specific emergency, in terms of the definition as given in the *Project Objectives and Scope* section, to which the organization plans to respond. Provide additional description, as needed, which supports the need for emergency food assistance (e.g., impact of the shock on food availability, food access, market prices and/or household assets) or complementary services. Please attach a map that highlights the proposed geographic administrative unit(s). If the concept paper proposes to supplement or replace an existing food assistance project or an appeal by a PIO targeting similar beneficiaries or regions, the concept paper should identify the existing project, the estimated food assistance requirements for the population in need, and the emergency needs to be addressed with

resources provided under this APS.

- (ii) **Project Summary** (no more than one page). Provide the number of beneficiaries, duration of proposed project, and distribution method (e.g., targeted, general distribution, food for work, targeted supplementary feeding, etc.) or type of complementary service (e.g., agriculture and food security, conflict management and mitigation, livelihoods, nutrition, etc.). For concepts proposing multiple activities and/or geographic areas, please ensure that the information is presented in such a manner that a reviewer can easily identify what kind of assistance is to be provided to whom and for how long in each area.
- (iii) **Rationale.** (Use the remaining page length for Rationale and Logistics sections). Explain the rationale for choice of modality. Identify and provide justification for the proposed emergency food assistance modalities) with in-kind and/or cash-based resources in terms of appropriateness, timeliness, and/or cost-effectiveness.
  - (A) **Appropriateness** – Local procurement, regional procurement, cash transfer and/or food voucher projects, due to market conditions, are more or less appropriate than Title II in-kind food aid to address specific emergency food security needs. If requesting funding for cash transfers or food vouchers, explain why cash transfer and/or food vouchers are more appropriate than in-kind food distributions (e.g., local markets are functioning, beneficiaries have physical access to markets, but lack sufficient purchasing power, etc.) and the reason why the proposed modality (food voucher vs. cash transfer) is perceived as the better choice. Explain why any proposed complementary service intervention linked to the food assistance modality is an appropriate intervention supporting emergency food assistance programming and describe the direct linkage to and impact on food security.
  - (B) **Timeliness** – Title II in-kind food aid and/or Title II pre-positioned stocks can or cannot arrive in a sufficiently timely manner through the regular ordering process to address urgent emergency needs. Explain why any proposed complementary service intervention tied to the in-kind transfer is an appropriate intervention supporting emergency food assistance programming and describe the direct linkage to and impact on food security .
  - (C) **Cost-Effectiveness\*** – In certain cases, significantly more beneficiaries can be served through the use of local procurement, regional procurement, cash transfers and/or food vouchers. In other cases, the difference in the number of beneficiaries between in-kind and cash-based may be negligible. When available, please provide additional cost effectiveness information that affect choice of nutritional products, delivery mechanism for cash/voucher interventions, or other programmatic choices. Explain

how any proposed complementary service intervention will support cost-effective emergency response programming.

If requesting both in-kind and cash-based resources, in addition to the above, please explain how the two will complement each other.

\*Note: if justifying the use of cash-based resources based on cost-effectiveness, compare anticipated commodity and ocean freight costs with those used for in-kind purchases using the [Title II commodity calculator](#). Applicants may need to include other cost factors such as inland transport, shipping, handling, and administration in order to conduct a complete cost-effectiveness analysis.

USAID may identify other context-specific conditions that may justify using in-kind or cash based resources under this APS.

- (iv) Logistics. (Use the remaining page length for Rationale and Logistics sections) Discuss the logistics involved for using in-kind or cash-based resources for all proposed modalities. If proposing a cash transfer or food voucher, please provide a description of how the cash transfer or food voucher distribution and redemption will take place, with corresponding timelines for initiating and implementing the proposed intervention. Consider procurement (e.g., U.S. Government or local/regional procurement), transportation (e.g., from the U.S. or local/regional market(s) to distribution points), warehousing, distribution, security (e.g., for food aid commodities, cash transfers, or food vouchers), etc. For cash-based modalities specifically, if commodities are to be procured locally and/or regionally, identify which commodities, the country of origin as well as the country of purchase for the commodities and the expected timeline from tender to date of procurement to possession by awardee in country of distribution to receipt by beneficiary population. Please ensure that the proposed procurement timeline is realistic and appropriate for the situation and proposed time of year.

#### **4. Cost Information**

Provide the estimated cost for the entire project (or modification to an existing project). Disaggregate the estimated cost per metric ton for each commodity, and for the same commodities with different origins. Provide the total dollar amount of cash transfers or food vouchers to be distributed, and complementary services as applicable. Include management, monitoring, and other direct costs as well as indirect costs in the budget. Total funding requested in the project overview table(s) should equal the total funding level requested in the concept paper narrative. If the applicant is requesting both in-kind and cash-based resources, the applicant should disaggregate cost estimates by modality as in the recommended project overview table: one column for in-kind resources using the commodity calculator, including applicable ITSH and Title II Section 202(e) estimated funding requests, and one column for each cash-based modality proposed.



## B. Content of Applications (15 pages maximum)

Applications should include the following:

**1. Project Overview Table.** Applicants are encouraged to fill in and submit the following table with their application or update and/or revise tables submitted with concept papers, as applicable. Applicants are encouraged to supplement the table with additional relevant information.

Project Overview Table						
Applicant						
Country and Geographic Administrative Unit(s) (in the country)						
Project Title (if applicable)						
Total Funding Level Requested						
Start and End Date of Award						
	IK	LP	RP	CT	FV	CS
Resources Requested by Modality(ies) in USD (IK– In-kind*, LP – Local Procurement, RP – Regional Procurement, CT – Cash Transfer, FV – Food Vouchers, CS – Complementary Services)						
Commodity request (including metric tonnage and procurement locations)						
Number of Beneficiaries (by activity)						
Average Cost per Beneficiary (by activity)						
Average Cost per Beneficiary (by month)						
Brief Description of Each Activity (e.g., food/cash for work, targeted supplementary feeding, , complementary services, etc. and timelines, as appropriate, for each activity disaggregated by in-kind/cash-based funding, if applicable)						
Additional Information:						

\* For Title II In-Kind, include Commodity Cost and Freight (C&F), along with any required ITSH and Section 202(e) funding.

**2. Project Justification.** Briefly describe the emergency shock or trigger event (e.g., drought, flood), include a description of the gender implications of the shock or trigger event,

identify the geographic area affected (e.g., three districts in region X of country Y), the total number of people affected (e.g., 25,000 people), and how many affected people will be reached through this project. Explain the assessment methodology and justify why food assistance is needed. If a published assessment is used (e.g., United Nations (UN) appeal), cite the source. If citing assessment findings that are not publicly available, if possible, please include a copy of the assessment as an attachment to the application. (Note: the Project Justification should not incorporate a comprehensive history of the country or region.)

If the application proposes to supplement or replace an existing food assistance project or appeal targeting similar beneficiaries or regions, the application should identify the existing project, the estimated food aid requirements for the population in need, and the emergency needs to be addressed with resources provided under this APS.

For all projects, provide the justification(s) for the proposed food assistance modality and related complementary service(s) through the appropriateness, timeliness, and/or cost-effectiveness rationales as defined in Section 6.A.2. (iii) (*Rationale*).

**3. Project Design and Description.** If the applicant proposes a project revision or supports an appeal already approved and funded by USAID, identify the project and any changes to the composition of the beneficiaries, the food ration, the distribution method, the timeline and/or the implementing partners. If requesting both in-kind and cash-based resources, the applicant must outline how the different food assistance modalities will complement one another in addition to providing the following information:

- (i) **Beneficiaries.** Provide a breakdown and description of the target beneficiary group(s)). Provide a rationale for the selection of males and females, both within a household and the larger community, which demonstrates a knowledge and understanding of gender considerations in beneficiary targeting. Applicants should also provide a rationale for any other targeting criteria (e.g., explain any targeting decisions based on age, nutritional status, status as refugee or internally displaced person (IDP), etc.). Describe the methodology used and percentage of people targeted (e.g., why only some of the people affected are targeted). Describe how any negative impacts of targeting will be mitigated, and estimate the total number of beneficiaries (individuals) who fall into the following categories: refugees, IDPs, and other.

Provide an estimated average cost per beneficiary per month figure, calculated by dividing the total project costs (direct and indirect costs) by the planned monthly beneficiary caseload and the number of months that caseload will receive assistance.

Provide the estimated number of beneficiaries for each modality and the average cost per beneficiary per month for each modality.

- (ii) **Geographic Targeting.** Identify the proposed target geographic administrative unit (such as region, district, or equivalent) for all activities. For projects

proposing activities in multiple geographic administrative units, please provide a breakdown of the aforementioned beneficiary groups for each. Include a map that identifies the areas in which the applicant is proposing to work.

- (iii) **Ration.** Describe the food ration composition (food commodity type and quantity) per individual and beneficiary group. For cash transfer and food voucher projects, applicants should provide the planned transfer value. If the proposed food rations support more than one activity or are distributed by more than one agency in the country, discuss whether and how the food rations are complementary and/or coordinated with one another.

Estimate what percentage of the food portion of the minimum expenditure basket will be met by the food/cash/voucher, for which target populations, for how long, and explain why it was selected. For food voucher projects, include a list of all products or goods that would be redeemable with the food voucher and provide a justification for the composition of that list. Describe any potential gender issues related to cash transfers or food voucher projects and how the organization has assessed, will assess, and intends to address any of these issues.

- (iv) **Distribution Method.** Identify and justify the distribution method(s) for each food assistance modality and any conditions for beneficiaries to receive the food assistance. Describe how the proposed distribution method(s) has/have taken into consideration the needs and protection of men, women, boys, and girls. Explain how a food distribution could affect the roles of men and women within the political and social context of the target region, and what steps will be taken to avoid negative gender impacts. Discuss potential changes that could result in the gender power dynamics from the food assistance distribution method.

- (A) For food distribution activities, describe which distribution method will be used, such as general distribution, supplementary and therapeutic feeding, food for work, food for assets, and others and how many distributions will take place.
- (B) For cash transfer and food voucher activities, include information on how cash/vouchers will be distributed as well as the frequency of distributions. Please also provide an assessment of risk of fraud or diversion and controls in place to prevent any diversion of cash, counterfeiting of food vouchers, and diversion of food voucher reimbursement funds. (Note: FFP strongly encourages applicants to submit information on risk assessment and controls as a separate annex, not subject to page number limits, when the context requires more detailed analysis)
- (C) For cash and voucher activities, please identify whether electronic payments are a viable option in the emergency context, or provide a rationale as to why electronic payments would not be possible.
- (D) For food voucher activities, provide details such as type of food voucher (cash- or commodity-equivalent), vendor selection processes and price negotiation (if any), and vendor convenience factors such as

denominations of food vouchers, expiration dates (if any) and estimated average distance and travel time between beneficiaries and vendors as well as any gender issues associated with these distributions.

- (E) If the food assistance modality (in-kind food aid vs. cash/vouchers) will change during project implementation, provide a preliminary indication of when the modality will change.
  - (F) Describe how conflict dynamics have been taken into account, any identified risks that FFP resources will exacerbate conflict, and how those factors will be mitigated.
  - (G) Describe the beneficiary complaint mechanism that will be put in place, as well as the system for resolving such complaints.
- (v) **Market Analysis and Impact.** Submit a market impact analysis that addresses the points below. In general, the market impact analysis should answer the question: *What impact is the proposed intervention likely to have on the commodity market system in the proposed project location and what risks could that pose to the community?* It should also address why the applicant believes the market can support the cash/voucher program, if proposed. This includes a brief analysis of the current and anticipated future ability of local markets in the project area(s) to provide adequate food supplies at consistent prices. To assist in developing an analysis, USAID recommends consulting [FEWS NET](#) and, as appropriate, using market assessment tools such as:
- [MIFIRA](#), or Market Information and Food Insecurity Response Analysis;
  - [EMMA](#), or Emergency Market Mapping and Analysis;
  - [SCP](#), or Structure, Conduct and Performance Framework; or
  - other appropriate tools.

Market Impact should be assessed as follows:

- (A) For local and regional procurement, provide an analysis of the possible impact of procurements on markets in the location of commodity origin and distributions in the project implementation area using previous market analyses as references whenever possible. The analysis should demonstrate that the proposed project is unlikely to do discernible economic harm to key market actors in the market-system, found in the locations of commodity origin and/or project distribution. Please include the following information:
  - Tonnage of commodity to be purchased as a percentage of the estimated total tonnage produced (in location of origin) and consumed (in location of distribution), which demonstrates applicants' understanding of the relative impact of the project. Applicants must demonstrate how the project will take into consideration seasonal fluctuations in agricultural harvests, labor markets, and food commodity prices.

- Relevant local and regional commodity prices and price trends in the locations of commodity origin for local and regional procurement, and in the locations of food distribution for both Title II and local and regional procurement projects.
  - Significant local and regional supply constraints that may affect the proposed project (e.g., other large procurements or institutional purchases, poor harvests, import tariffs, restrictive trade policies).
  - Issues with competition at different levels of the market system, and whether the proposed project will negatively impact the market dynamics (e.g., by increasing the power of a few large producers at the expense of smallholders).
  - Possible negative impact on stakeholders (e.g., traders, wholesalers, transporters, retailers, local producers, wage laborers, vulnerable non-beneficiaries).
  - Positive impacts that the proposed intervention may have, either in the location of commodity origin or of project distribution.
- (B) For cash transfer and food voucher projects, provide an analysis of the relevant commodity market(s) in the project location, using previous market analyses as references whenever possible. The analysis should demonstrate that vendors can respond to the increased demand that the cash/voucher project will create, without causing a shortage of the commodities in question and/or causing prices to rise for other low-income consumers who are not part of the project. In order for cash transfer or food voucher projects to work successfully, food supplies in the market must already meet or exceed demand and a sudden loss in purchasing power, or demand, should be the primary constraint to meeting acute food security needs. Applicants must demonstrate how the project will take into consideration seasonal fluctuations in agricultural harvests and marketing, labor markets and food commodity prices.
- (C) For Title II distribution projects, strong market analysis is expected. Note that for an initial Title II emergency project, the applicant must provide information that will inform the decision of the USAID Mission in making the Bellmon determination (specifically discuss effect on market, adequate storage and transportation, etc.). The use of existing analyses, reports and data sets along with qualitative information is encouraged. For example, under Title II development projects, the Bellmon Estimation Studies for Title II (BEST) Project conducts independent market analyses in select countries to assist USAID in ensuring that the Bellmon Amendment requirements are met. These documents are located on the [USAID BEST](#) website and may be useful to emergency projects.

- (vi) Description of Conditionalities or Food Security-Related Complementary Services. Applicants must demonstrate how the proposed intervention(s) directly support the other proposed food assistance activities (food, cash, or vouchers) in this application and draw a direct link to the impact on food insecurity. Provide a detailed description of the proposed technical approach.
- (vii) Exit or Transition Strategy. Describe the rationale for the proposed project duration and describe the exit strategy or transition strategy (for organizations continuing operations for the same beneficiaries) for the project based on the anticipated food assistance needs, overall approach and the proposed timeline of activities.
- (viii) Partners. While it may not be possible to identify partners (including sub-awardees) in a rapid-onset emergency, it is recommended and will save time in the award approval and implementation process if applicants can identify partners (including sub-awardees) and their respective roles (e.g., beneficiary identification, distribution, and monitoring). If the applicant intends to work with the host government, describe the nature and history of the relationship with the government and the government's roles and responsibilities in the project.
- (ix) Gender. Although emergency food-aid conditions often necessitate quick action, applicants are still expected to promote gender equality and integrate gender considerations throughout emergency food assistance applications. Specifically, gender integration efforts must be clearly articulated and described in the project justification, project design and description and management and logistics components of the application.

Gender inequality affects food security through various pathways such as food production, availability, and ultimately food security. Gender inequality varies from one country context to another and therefore affects the various dimensions of food security in different ways. Understanding the gender constraints, as they affect food security, and integrating gender considerations is an essential and expected component of emergency food applications.

While applicants are not expected to complete a full gender analysis given the time-sensitive nature of emergency food needs, applicants are expected to integrate gender into their applications and provide an overview of the gender situation within the proposed project context. Specifically, applicants are expected to provide adequate attention to gender considerations, and should include the following in the full application:

- Demonstrate how project activities will benefit all beneficiaries.
- Explain how/if project activities will contribute to and/or advance gender equality.

- Describe how gender needs will be reflected and addressed in the project's activities and outcomes.
- (x) Protection. Identify specific challenges related to the operating environment for the proposed project and explain the security measures in place to protect beneficiaries and staff that are managing or receiving emergency commodities, cash transfer, food vouchers, and/or complementary services. Protection principles include:
- Minimizing any unintended negative effects of your intervention that can increase people's vulnerability to both physical and psychosocial risks and result in harm, exploitation, and abuse;
  - Arranging for people's meaningful access to impartial assistance and services in proportion to need and without any barriers;
  - Setting up mechanisms through which affected populations can measure the adequacy of interventions or address concerns and complaints; and
  - Supporting the development of self-protection capacities of individuals and communities

An analysis of the risks should inform how assistance is designed to minimize them. Applicants should demonstrate that due consideration has been given to ensuring the security and protection of all beneficiaries, especially with respect to: timing and location of distributions; amount of food or cash transfers or value of food vouchers of which beneficiaries will take possession; person(s) responsible for pickup; distance to distribution sites, etc. Applicants must demonstrate intent to avoid and/or mitigate any gender-based violence within project activities and as a result of the proposed food assistance or complementary services.

- (xi) Coordination. Provide a brief description of the geographic or sector-specific division of food security and complementary services programming among NGOs, UN agencies, host government authorities and others to demonstrate that the applicant's project will not overlap with those of others, and that there is a demonstrated gap in donor support for activities proposed by the applicant. Describe complementarity between the proposed project and existing food assistance activities in the country, particularly with other FFP-funded projects.
- (xii) Monitoring and Evaluation (M&E) Plan. Applicants must submit a Logical Framework (LogFrame) that shows the causal linkages between activities, outputs, outcomes and goal, identifies assumptions and potential risks that are critical to the success of a project, and includes key indicators with proposed targets to track the project's performance.

The LogFrame consists of a matrix with four or more columns and five or more rows, summarizing the key elements of a project, namely:

- a) Narrative summary: The project’s hierarchy of objectives (Goal, Purpose, Sub-purpose, Immediate outcome, Outputs, and Inputs);
- b) Assumptions: The contextual environment and key external factors critical to the project’s success;
- c) Indicators with targets: How the project’s achievements will be monitored and evaluated. Indicators should be linked to the activities and outcomes and targets should be ambitious yet achievable.
- d) Data sources: Where the indicator data will come from, and when it will be collected.

For reference materials and supporting information regarding LogFrames, see the M&E, and Reporting Policy and Guidance (forthcoming), and [USAID December 2012 Technical Note on Logical Frameworks](#).

USAID requires applicants to plan and budget to implement or contract a baseline survey and a final evaluation survey for projects that (1) propose an implementation period of greater than 12 months for recovery projects and (2) include activities to influence beneficiary behaviors or practices. Each project meeting this above criteria must also include at least one high level food security or nutrition outcome indicator for each project purpose. For projects proposing an implementation period of greater than 12 months, USAID may include additional monitoring and evaluation requirements.

For relief projects that are designed for 12 months or less, USAID requires awardees to report baseline information collected via project records. USAID encourages applicants to propose and include appropriate and relevant indicators in their LogFrame, especially indicators that incorporate and capture outcomes related to protection, environment, gender equality, and coverage of need. Please see the *Post-Award Reporting* section for minimum reporting requirements.

Applicants must submit an M&E Plan with the application that includes indicators, targets, monitoring and evaluation methodologies, and tools. Applicants should also identify M&E line items in the cost proposal (see below), in the appropriate cost category for that cost ( such as Staff Salaries; Consultancy/Technical Assistance/Training ; Other Direct Costs; etc.)

- (xiii) Conflict Sensitivity. Applications must articulate how the project will use conflict-sensitive approaches. A conflict sensitive project must at a minimum “Do No Harm”, or avoid inadvertently contributing to conflict. Together conflict sensitivity and the “Do No Harm” approach require an implementer to (i) understand the conflict context in which it operates, and in particular understand intergroup tensions and the “divisive” issues with a potential for conflict, and “connecting” issues with the potential to mitigate conflict and strengthen social cohesion; (ii) understand the interaction between its operations and the conflict context; (iii) act upon the understanding



of this interaction to avoid unintentionally feeding into further division and to maximize the potential contribution to strengthen social cohesion and peace.

Applications must articulate how conflict sensitivity and an understanding of conflict dynamics will inform interventions and adaptive management throughout the entire program cycle.

For more information and additional resources on conflict sensitivity please refer to: <http://www.conflictsensitivity.org>

**4. Management and Logistics.** This section should demonstrate the capabilities of the organization to execute this project based on staffing, infrastructure, and logistical arrangements. Successful applicants will be able to succinctly describe how each major step of the project implementation will be achieved. The following *Management* and *Staffing* sections are not applicable to PIOs, except when funds from this APS will be used by PIOs for new activities or to significantly expand existing operations in a country or region.

- (i) **Management.** Include a full description of the management structure of the proposed project, including any consortium arrangement, and detail any relationships with anticipated sub-awardees or sub-contractors, or the local and/or national government. Specifically, if implementation will be managed by a consortium or any potential sub-awards or sub-contracts, include an explanation of the scopes of the proposed activities, the individuals or organizations responsible, and why they are being selected. If the applicant proposes a consortium or any sub-awards, applicants should include signed “letters of commitment” from consortium members or sub-awardees in an annex and refer to these in the application text.
- (ii) **Staffing.** Provide a list of key personnel (if known) or key positions anticipated for the proposed project. If possible, indicate the experience that key staff has with gender integration into projects. Identify which personnel (or positions) will require new staff and which will be served by staff already hired. Describe the interaction with any local organizations and how the capacity of those organizations will be supported or built over the life of the project. If appropriate, include an organizational chart to show how the project will be managed and staffed.
- (iii) **Logistics.** Briefly describe the logistical assets, arrangements, and infrastructure for the cash transfer or food voucher project and for the procurement, transportation, and storage of the commodities that the project will utilize (e.g., banks, mobile networks, ports, roads, rail, transport, and storage facilities). This section does not need to be extensive. The objective is to demonstrate that staff, assets, arrangements and infrastructure are/will be available to meet rapid response programming and supply chain management requirements. For example, has the applicant considered the implications of the proposed staff composition and worked through the issues pertaining to the procurement,

transport, and use of commodities. Will the host country government permit the entrance and use of regionally purchased food commodities or in-kind commodities? Is the applicant familiar with port, customs clearance, and vessel/truck operations? Do local banks or mobile service providers have the capacity to support a cash transfer project?

- (A) **Organizational Capacity.** Describe the applicant's capacity to administer and manage the proposed project, including the procurement, transport, storage, and distribution of commodities as applicable. Identify logistical expertise and experience managing supply chains in the country or region. Applicants will be evaluated on their understanding of all logistical considerations.
- (B) **Activity Timeline.** Identify the proposed project start date and end date. Provide a detailed timeline for all stages of procurement of commodities, including, but not limited to, tender, purchase, transport, storage, delivery and distribution. Identify when commodity, cash, or voucher distributions would start and end. Provide a separate timeline for each modality (Title II commodities, locally and regionally procured commodities, cash transfers, food vouchers, and complementary services). (For cash transfers and food vouchers, this would include drafting and printing of food vouchers, agreements and/or contracts with participating financial institutions and/or vendors, scale and frequency of cash/voucher distributions, and how/when the distributions are tied in to activities such as cash for work/vouchers for work, food voucher reimbursement timelines for vendors, etc.).
- (C) **Commodity Procurement Table.** For local and regional procurement projects, include a table detailing the intended commodity procurement, including source and destination countries and estimated commodity cost per metric ton. Describe the procurement modality (e.g., warehouse receipt project, forward contract, etc.).

Note that it is the responsibility of the awardee to develop contractual arrangements in accordance with U.S. laws and regulations. Also detail anticipated shipping method, dates of departure from the country of origin, arrival in the country of distribution as well as down to the beneficiary level(s). With reference to the *Local and Regional Commodity Purchase Requirements for Cash-Based Modalities* section, the applicant must identify the source/origin of locally and/or regionally procured commodities and the nationality (modalities) of the commodity supplier(s). In selecting commodities for distribution, it is incumbent upon the awardee to balance the need for a timely emergency response and the appropriate mix of commodities. If the applicant anticipates purchasing commodities from a foreign government entity, the applicant must include the name of the entity and associated government and demonstrate that the estimated purchase price is a fair market price.

- (D) Commodity Safety and Quality Assurance. In-kind commodities are subject to USDA safety and quality assurance inspections. Locally and regionally procured commodities must also meet safety and quality standards.

For local and regional procurement: All bulk grains, legumes, and pulses must meet recipient country food safety standards. If the recipient country does not have food safety guidelines for grains, legumes, and pulses, then awardees must adhere to the Codex Alimentarius Recommended International Code of Practice: General Principles of Food Hygiene CAC/RCP 1-1969 Rev 4 - 2003 including Annex *Hazard Analysis and Critical Control Point (HACCP) System and Guidelines*. All other food products, including processed foods, fortified blended foods, and enriched foods shall comply, in terms of raw materials, composition, or manufacture, except when specified otherwise in the award, with the Codex Alimentarius Recommended International Code of Practice: General Principles of Food Hygiene CAC/RCP 1-1969 Rev 4 - 2003 including Annex *Hazard Analysis and Critical Control Point (HACCP) System and Guidelines*. All cereals and cereal product commodities must be tested for aflatoxin and have moisture content certified. The maximum acceptable total aflatoxin level is 20 parts per billion (the US Food and Drug Administration action level for aflatoxin in human foods). In addition to the local country requirements or Codex Alimentarius standards, as applicable, all commodities must meet the specifications, nutrition, quality, and labeling standards of the recipient country. Awardees are required to contract established inspection services prior to shipment and distribution and retain a copy of each certificate for their records. Expenses for commodity safety and quality assurance inspections should be included in application budgets.

See the [FFP Commodity Reference Guide](#) for commodity content statistics, information on proper commodity storage, and other information. For additional information regarding aflatoxin, see the [USDA Aflatoxin Handbook](#). Organizations in the food procurement chain are encouraged to model their food safety management systems after ISO 22000:2005 standards, but compliance with those standards is not mandatory.

The following documents are recommended guidance for projects that specifically target infants and young children as beneficiaries:

[Guidelines on Formulated Supplementary Foods for Older Infants and Young Children CAC/GL 08-19911](#)

[Codex Standard for Processed Cereal-based Foods for Infants and Young](#)

Regarding food voucher projects, it is expected that commodities purchased by beneficiaries with food vouchers financed under an EFSP award will meet the commodity standards of the recipient country.

- (E) Note that procurement strategies should not jeopardize the key emergency response priorities noted in this APS. Applicants must ensure that procurement strategies are well planned in order to avoid unnecessary delays in the delivery of life-saving food.

**5. Past Performance.** Provide a list of all contracts, grants, or cooperative agreements involving similar or related work that the applicant has undertaken during the previous three years. This includes any experience with local and regional procurement, cash transfers, food vouchers, commodity management, complementary services, and other food assistance experience, or, secondarily, experience with emergency programming. This information must include the location and award numbers, if applicable, a brief description of work performed, name of donor entity and points of contact for donor(s) with current phone numbers and/or e-mail addresses. Applicants may attach this information as an annex. List all information in reverse-chronological order, starting with the most recent.

**6. Cost Proposal.** All costs must be in U.S. currency. For the cost proposal, clearly identify the type of emergency food assistance modality proposed (U.S. in-kind or cash-based modalities) and break out all costs associated with each modality into separate columns. Every cost (e.g., project, administrative, etc.) must be captured in at least one modality column. In-kind components do not need to be broken out by intervention. If the applicant is requesting only U.S. in-kind resources or only resources for cash-based food assistance, then only *one* cost proposal is required. If the applicant is requesting both in-kind and cash-based resources, the applicant should submit *two separate* cost proposals, one for Title II in-kind resources using the commodity calculator and including applicable ITSH and Section 202(e) funding requests, and one for cash-based resources.

**Note: The cost breakdown by cash-based modality (local and regional procurement, cash transfers, food vouchers and complementary services) must, when added together, equal the total funding amount requested. In other words, all line item costs must be associated with one or more modalities. If the applicant is requesting both in-kind and cash-based resources, then the sum of the two cost proposal totals must equal the total funding request.**

Costs should be further broken down by food voucher activities, cash transfer activities, commodity procurement, transport, shipping and handling costs, and project activity costs, delineated by resources provided through this APS, non-U.S. Government cost-sharing, if any (see 2 CFR 200.307), other USAID funding broken down by operating unit and type, if applicable (e.g., FFP Title II, FFP EFSP, Office of U.S. Foreign Disaster Assistance (OFDA), etc.), and/or other non-USAID U.S. Government funding, as applicable.

For cash-based modalities (local and regional procurement), the applicant must pay competitive

prices for commodity procurements. To assist in this analysis, applicants may use comparative or parity price calculations. Applicants shall explain the specific approach to be used to ensure competitive pricing. More information on parity pricing can be found [here](#). All costs for complementary services activities must not exceed 20 percent of the total proposed budget, including all supporting costs for such interventions such as staff salaries and fringe, equipment, other direct costs, etc. Provide a brief budget narrative justifying all cost items. Provide appropriate supporting documents, i.e. Negotiated Indirect Cost Rate Agreement (NICRA), etc. The financial plan should meet the criteria contained in Subpart E-Cost Principles of 2 CFR 200, which will be used to determine whether the components of the cost proposal are allowable and reasonable. With regard to payment of local government taxes, awardees must comply with allowable cost principles outlined in 2 CFR 200. (Note: This does not apply to PIOs.) Applicants should use the following cost categories in their budget and provide a budget summary table. Other categories may also be included.

- i. Staff Salaries;
- ii. Fringe Benefits;
- iii. Total Salaries and Fringe Benefits;
- iv. Supplies and Materials;
- v. Travel;
- vi. Commodity Procurement, Transportation and Warehousing;
- vii. Capital Equipment;
- viii. Consultancy/Technical Assistance/Training;
- ix. Sub-awardee;
- x. Other Direct Costs;
- xi. Sub-Total Direct Costs;
- xii. Indirect Costs; and
- xiii. Grand Total

PIOs may use budget categories used in appeals or other USAID funding requests.

**7. USAID Environmental Regulations.** Currently, 22 CFR 216.2(b)(1)(i) exempts projects funded with IDA resources from meeting USAID environmental requirements (e.g., Initial Environmental Examination, Environmental Assessment (IEE), Environmental Impact Statement), with the exception of the procurement and/or use of pesticides. Title II emergency programming also does not require IEEs. However, if the applicant has previous experience or a previous food aid project with the same population, then an IEE may be required. Applicants are encouraged to assess the environmental impacts (e.g., changes in fuel wood/energy usage) of the proposed project activities and are also strongly encouraged to submit a Rapid Environmental Impact Assessment (Rapid EIA), as outlined on the [FFP website](#). USAID environmental requirements are subject to change. Recipients will be required to follow rules in place at the time of any award. All Applicants that anticipate food commodity fumigation must be in compliance with USAID's Pesticide Procedures 22 CFR 216.3(b). USAID developed fumigant pesticide user tools in the [USAID Programmatic Environmental Assessment \(PEA\) for Phosphine Fumigation of Stored Agricultural Commodity](#).

**8. Certifications, Assurances, and Other Statements of Applicant and/or Recipient.** Non-PIO applicants are required to submit certain certifications with the

application. The templates can be found on the [USAID website](#).

**9. System for Award Management.** All applicants (other than individuals and with some specific exceptions as per 2 CFR 25.110), must have Dun & Bradstreet (DUNS) numbers and be registered in the [System for Award Management \(SAM\)](#). Applicants must comply with all requirements for themselves and any potential sub-recipients as found in [Acquisition & Assistance Policy Directive \(AAPD\) 11-01 amendment #1](#).

**10. Financial Documents.** NGOs and PVOs must submit a copy of the latest NICRA, or an indirect cost/overhead rate proposal must be submitted with the application.

**11. Federal Forms.** NGO and PVO applicants must fill out the SF-424 Core Form, Application for Federal Assistance and SF-424 Attachments (SF-424A, SF-424B, SF-424C, SF-424D). These forms are available on [grants.gov](#).

**12. Other Documents.** It is recognized that in some projects the identification of specific partners and sub-recipients cannot occur until after award. Therefore, specific delineation of responsibilities and costs of sub-recipients cannot be provided in the concept paper and/or application. However, in many cases, this information is known at the time the concept paper and/or application is being prepared. In order to reduce the administrative burden of obtaining post-award approval for partners, sub-recipients, etc., and thereby facilitate project implementation and the achievement of results in the timeframe of the award(s), applicants are strongly encouraged to identify partnership arrangements in the technical/programmatic and cost/budget/management sections of their concept paper and/or application. Letters of Intent, Letters of Agreement, or Memoranda of Understanding should be included in the application to the extent possible.

USAID encourages PIOs and international NGOs/PVOs to support, mentor, partner, and collaborate with local organizations. It is the responsibility of applicants to ensure that local partners do not appear on the Excluded Parties List (this includes the U.S. Department of Treasury's Office of Foreign Assets Control *Specially Designated Nationals and Blocked Persons List*), which can be found at the [System for Awards Management \(SAM\)](#). Applicants working through local partners must ensure that local organizations have the capacity to carry out the designated components of the proposed project, and should consider a capacity-building component which will leave a lasting impact on local organizations.

**13. Electronic Payments under USAID Awards.** Electronic payments are a requirement and effective business practice for payments under USAID awards. Electronic payments are well established as a cost-effective and efficient business practice for recipients to transfer funds to project beneficiaries and sub-recipients and contractor/vendors under grants/cooperative agreements. Therefore, applicants are encouraged to demonstrate their capacity to use electronic payments and minimize cash payment systems as the humanitarian context permits. Cash payment systems are defined as a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee. An electronic payment system is defined as a

payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, which is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

**14. Branding Strategy and Marking Plan.** Applicants are required to comply with 2 CFR 700.16 and ADS 320, as applicable, and complete a branding strategy and marking plan (BS/MP) with each award (i.e., Title II and EFSP). The BS/MP is required for successful applicants only; it is not required upon submission of a concept paper or with the initial full application. However, if a full application is requested, the applicant is encouraged to include their BS/MP in the initial submission of the full application. An applicant who chooses not to include their BS/MP with their application will not be penalized during the review process, but should be aware that, if the applicant is an apparently successful applicant, submission of an acceptable BS/MP will be a prerequisite for any resulting award. Because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the applicant does not submit its BS/MP with the application. Exceptions and waivers to USAID Marking requirements may be approved pursuant to conditions set forth in 2 CFR 700.16(h) and (j), and 22 CFR 211 as applicable. Agency branding and marking guidance, found in ADS 320, contains instructions on how to prepare the BS/MP. The USAID website contains samples of the USAID logo in various formats. Except under limited circumstances, USAID requires the recognition of the contributions of the American people extended under awards, unless otherwise approved. Typically, for Title II, commodity packaging will be completed in the United States.

For cash-based modalities, in addition to standard USAID BS/MP requirements, unless otherwise approved in writing by USAID, all bags for commodities purchased under local and regional procurement must bear USAID Identity (as defined in 2 CFR 700.1), the commodity type and quantity, and the following text: These commodities are provided by USAID, but were produced in [insert country]. Note: This reference to where the commodities were produced equates with the commodities' country of origin, which may differ from the country of purchase. The cost of labeling of all bags should be included in the budget.

**15. Safety and Security Plan.** Among USAID's primary programming concerns is that its implementing partners take all reasonable precautions to minimize risks to all staff and operations funded by USAID. While risk can never be fully eliminated, USAID expects its partners to be adequately prepared to work in any environment for which they submit an application. Applicants must incorporate operational security management systems, appropriate to their organization and operational area(s), into all applications.

USAID requires applicants to submit a location-specific safety and security plan for proposed operational areas, which may be as specific as a village, town, city, or district where project activities will occur. Applicants should use discretion in providing a level of detail appropriate to the operating context and variance in conditions across the targeted areas. Submission of global security handbooks and/or policy documents does not satisfy USAID's requirements for safety and security plans. Safety and security plans must be demonstrably written for and apply directly to the areas where programs are being proposed. All personnel and operations funded under USAID



awards, including sub-awardees or other partners with substantive programmatic contributions, must be covered by a safety and security plan. USAID implementing partners should pay attention to the unique threats and vulnerabilities faced by national staff and directly address these threats and vulnerabilities in safety and security plans.

USAID will not explicitly or implicitly evaluate the merit of the content of any Safety and Security Plan(s) submitted. The safety and security plan will not count towards the total page limit and should be included as an annex with the submission of the full application. PIOs are not required to submit a safety and security plan.

	<b>Full Application Documents</b>	
1.	Full Application	Required
2.	Partner POC information	Required
3.	Assessment/Controls on Risk of Fraud or Diversion	Strongly Encouraged
4.	M&E Plan	Required
5.	Past Performance List	Required
6.	Cost Proposal/Budget	Required
7.	Budget Narrative	Required
8.	SF-424 and any relevant attachments	Required
9.	Rapid EIA	Encouraged
10.	Certifications and Assurances	Required
11.	SAM Registration Details	Required
12.	Indirect Rate/NICRA Letter	Required
13.	Letters of Intent/MOUs with potential subawardees	Encouraged
14.	BSMP	Encouraged (required before award)
15.	Safety and Security Plan	Required

### **C. Format, Place, and Means of Submission**

Concept papers and applications must be submitted in English. Documentation in other languages may be included as long as there is an English translation. Applications should use Word 2000 or newer and/or Excel 2000 or newer. Other documentation, including the signed certifications and representations (NGOS and PVOs only) that are required at the time of submission of an application may be provided in PDF format.

All concept papers (and applications if invited by USAID) must be submitted through the Food for Peace Management Information System (FFPMIS). FFPMIS is accessible via the following link: <https://usaid-ffp.entellitrak.com>. FFPMIS submissions require a combination of data entry and document uploads. Permissible document upload types in FFPMIS include Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF files. FFPMIS does not permit the uploading of .zip files.

### **D. Communications with USAID**



Potential applicants shall contact the USAID Agreement Officer for this APS through the following mechanisms:

- Contact [FFPGrants@usaid.gov](mailto:FFPGrants@usaid.gov) with any questions or comments relating to an emergency project application.
- Technical questions on FFPMIS should be emailed to [FFPMIS\\_support@devis.com](mailto:FFPMIS_support@devis.com).

***Pre-award contact with any other U.S. Government personnel or FFP's institutional support contractors may result in disqualification of the concept paper or application.***

## **V. APPLICATION REVIEW INFORMATION**

### **7. MERIT REVIEW CRITERIA (Full Application)**

Concept papers will be reviewed as described in the *Selection Process* section above. If a full application is invited, USAID reserves the right to reject an application without review if the circumstances underpinning the approval of the concept paper have changed (e.g., scope or magnitude of the identified emergency or the level of U.S. Government contribution to an emergency).

The programmatic and technical aspects of an application will be reviewed separately from the cost proposal. The cost proposal will be evaluated for cost effectiveness, cost realism, reasonableness, allowability, and allocability only if the proposed project successfully addresses the criteria outlined below.

USAID will use the following point system in evaluating the technical criteria:

<b>Merit Review Criteria</b>	<b>Maximum Possible Points</b>
Project Justification	15
Project Design and Description	50
Management and Logistics	25
Past Performance	<u>10</u>
<b>Total Possible Points</b>	<b>100</b>

**A. Project Justification** will be evaluated based on the appropriateness of the proposed food assistance modality as a response to the described shock or trigger event of the emergency situation [see the *Project Justification* section]. For proposed all modalities, please include the justification in terms of appropriateness, timeliness or cost-effectiveness.

**B. Project Design and Description** will be evaluated based on the extent to which the project will meet the identified emergency needs based on the project design and description of implementation [see the *Project Design and Description* section].

**C. Management and Logistics** will be evaluated as to the capabilities of the applicant to carry out the proposed project based on appropriateness of positions and staffing as well as

infrastructure and logistical arrangements, including maintaining commodity safety [see the *Management and Logistics* section].

**D. Past Performance** will be evaluated based on accomplishments, quality of performance as documented in final evaluations or as described by donors or references, and from demonstrated expertise implementing projects similar to the one proposed [see the *Past Performance* section]. USAID may use past performance information obtained from other than the sources identified by the applicant. USAID shall determine the relevance of similar past performance information.

## VI. AWARD AND ADMINISTRATION INFORMATION

### 8. LOCAL AND REGIONAL COMMODITY PURCHASE REQUIREMENTS FOR CASH-BASED MODALITIES

#### A. All Projects

**1.** Unless otherwise approved by USAID, the source and origin of commodities financed by USAID under local and regional procurement projects, and the nationality of the suppliers of such commodities, shall be in countries on the [OECD-DAC List](#) of ODA recipients, excluding the USAID foreign policy-restricted countries listed in [22 CFR 228.03\(b\)](#). The most recent DAC list should be used. "Source" and "origin" are defined in 22 CFR 228.01. "Nationality" rules are defined in 22 CFR 228.14. Commodity procurements will be subject to all applicable laws and regulations, e.g., Department of Treasury Office of Foreign Assets Control (OFAC) regulations.

**2.** Under this APS, all applicants (for NGOs, PVOs, and PIOs) proposing USAID-financed ocean shipment of commodities will be required to comply with the U.S. Government Cargo Preference Act as described in [ADS 315](#).

**3.** Awardees shall ensure that the commission or fees paid to intermediaries in the transportation procurement process shall not exceed two and a half percent of the transportation cost. Applicants shall provide a detailed description of the costs and structure of the commission or fees to intermediaries for commodity and transportation in the budget narrative.

### 9. POST-AWARD REPORTING

Final project and financial reports are due within 90 days of the end of the project. In addition to the annual and final reporting requirements specified below, USAID will make project information available to the public as appropriate. Post-award reporting quarterly performance reports, annual results reports (ARR) and final programmatic report should be submitted through FPPMIS unless otherwise specified by USAID.

#### A. Programmatic Reporting

**1. Quarterly Performance Reports.** Quarterly performance monitoring reports are due within 30 days after the end of each fiscal year quarter, unless the reporting period ends before 45 days from the effective date of the award, or less than one month from the estimated completion date of the award and the award will not be extended. The primary objectives of the quarterly report are to discuss progress against all indicators identified in the M&E Plan, to tell the story behind the progress and to identify planned changes in programmatic approaches. USAID specifies additional components of quarterly reporting in the award based on the modality. In addition, FFP requires post distribution monitoring (PDM) reporting related to household food security and the role of food assistance in achieving household food security. The PDM reporting should describe how beneficiaries use food assistance transfers, whether that usage is consistent with the project design, and other sources of household food.

**For all projects:**

- (i) Total Number of beneficiaries targeted and reached overall disaggregated by sex. Do not count beneficiaries multiple times if they are reached by more than one modality. If beneficiaries are reached by more than one modality, please note this in your narrative.
- (ii) Actual average cost per beneficiary (calculated by dividing the total project costs [direct and indirect costs] by the total number of actual beneficiaries), and average cost per beneficiary per month. This should be reported for each applicable modality.

**For projects with local and/or regional procurement:**

Actual quantity and cost of commodities purchased, by commodity type and origin, compared with costs from the FFP [commodity calculator](#), calculated at the time of purchase. In addition to commodity cost, other costs should be identified (e.g., surveys, special bagging, required labeling, fumigation, etc.). USAID requests that purchase contract costs be disaggregated in order to reflect commodity costs. If a full breakdown is not possible, awardees should provide a commodity price estimate at fair market value at the time of purchase. Awardees are expected to fill in and submit the following quarterly reporting table in their reports on commodity procurements for local and regional purchases:

<b>QUARTERLY LOCAL AND REGIONAL PURCHASE COMMODITY REPORT (LRPR)</b>			
COUNTRY OFFICE			
FISCAL YEAR			
QUARTER			
IMPLEMENTER			
AWARD/GRANT NUMBER			
<b>A. Procurement Information Details/ Data</b>			
	Commodity 1	Commodity 2	Commodity 3
1. Commodity Procured			
2. Award Quantity Approved (MT)			
3. Quantity Procured (MT)			

4. Cost per MT at the place of purchase (In US\$)			
5. Ocean Freight cost per MT (In US \$)			
6. Inland freight cost per MT (In US\$)			
7. Internal freight cost per MT (In US\$)			
8.Total cost & freight to USG (US\$/MT) (Total A3 through A7)			
9. Actual quantity delivered (MT)			
10. Origin ( country/ countries where commodity was produced)			
11. Source (country/countries where the commodity was procured or shipped from)			
12. Remarks/Comments ( Commodity quality)			
<b>B. Procurement Mechanism (percentage share and dollar Value)</b>			
1.Commodity exchange %			
(i) Dollar value (In US \$)			
2. farmers association %			
(i) Dollar value (In US \$)			
3. Trader (informal traders, wholesalers, retailers) %			
(i) Dollar value (In US \$)			
4. Small-holder producers %			
(i) Dollar value (In US \$)			
5. other (specify) %			
(i) Dollar value (In US \$)			
6. Remarks/ Comments			
<b>C. Time Line</b>			
1. LRP approval Date			
2. Number of days from			
(i) Award to Tender Announcement			
(ii) Tender Announcement to contract award to suppliers			
(iii) Purchasing to possession by the recipient organization in - country of distribution			
(iv) Possession by the recipient organization in-country of distribution to actual distribution			
3. Remarks/ Comments			
<b>D. Impact on Procurement Market</b>			
1. Date of purchase			
2. Market price two weeks to purchase			
3. Market price two weeks after purchase			
4. Remarks/ Comments on time of the year of purchase at site of purchase in relation to main harvest			
<b>E. Quantity Available in MT and Recipient Information</b>			
1. Quarterly Actuals			
(i) Quantity Brought Forward from previous quarter			
(ii) Total quantity available for distribution (A9+D1(ii))			

2. Quantity distributed in MT			
3. Planned recipients for the quarter			
4. Actual number of recipients reached			
5. Cumulative Recipients reached to date on the award			

**Definitions:**

**Commodity Exchange:** Provides a centralized marketplace where commercial commodity producers can sell their commodities, hence bringing demand and supply together.

Commodities exchanges can trade immediate or future delivery contracts on commodities, such as future trading contracts to receive a commodity, in a certain month.

A farmer raising a particular crop can sell a future contract on the product, which will not be harvested for several months, and guarantee the price will be paid upon delivery.

This protects the farmer from price drops and the buyer from price rises.

**Farmers Association:** Group of farmers organized for joint purpose of crop Marketing- Marketing of member produce through local, regional, or international channels.

Through consolidating member produce, the association is able to source more lucrative markets, improve prices in local markets and increase farmer control over the marketing of their produce.

**Procurement:** an overarching end to end process of acquiring goods and services. Purchasing is the sub process of procurement, where orders are placed and goods and services are received.

**For projects with cash transfers and food vouchers:**

Retail price information on key staples in the area of the project at the time of the quarterly report. In reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, grantees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts should be explained in the ARR, along with course corrections made. Awardees are expected to fill in and submit the following quarterly reporting table in their reports on cash transfers and food vouchers:

	Cash Transfer	Food Voucher
Planned # of Vouchers/Transfers for reporting period		
Value of Individual Voucher/Transfer (\$USD)		
Total Amount Approved (\$USD) for Cash/Vouchers for reporting period		
Actual # of Vouchers/Transfers Redeemed for reporting period		
Total Actual Cost (\$USD) for Cash/Vouchers for reporting period		
Actual # of Beneficiaries Per Month		
# of Months of Cash/Voucher support within reporting period		

Frequency of Cash/Voucher Distribution within reporting period		
Planned number of recipients for the reporting period		
Actual number of recipients reached for the reporting period		
Time from signed agreement to first distribution to beneficiaries (if applicable to this reporting period)		

**2. Annual Reporting.** In lieu of a fourth quarterly report, the same reporting tables should be used to enter cumulative annual reporting data. In addition, an annual results report (ARR) shall also be submitted in accordance with the FFP ARR guidance. The ARR reporting guidance can be found under [Annual Results Report](#) section in FFP Website. The ARR should be submitted through FFP MIS. This report will be instrumental in helping USAID complete reporting on overall program performance.

**3. Final Report.** Reporting requirements will be identified in the award. At a minimum, the final report will include the following.

**a) All projects:**

- (i) Total Number of beneficiaries targeted and reached overall, disaggregated by sex. Do not count beneficiaries multiple times if they are reached by more than one modality. If beneficiaries are reached by more than one modality, please note this in your narrative.
- (ii) Actual average cost per beneficiary (calculated by dividing the total project costs [direct and indirect costs] by the total number of actual beneficiaries), and average cost per beneficiary per month. This should be reported for each applicable modality.
- (iii) Description of how project has assessed gender needs and issues and how these needs and issues have been addressed.
- (iv) Learning on the appropriateness of selected modalities and activities to the context, needed adaptations to changing circumstances, or unintended consequences of program activities.

**b) For projects with local and/or regional procurement, and/or cash transfers and food vouchers:**

For the Final Report please report on the above quarterly reporting tables for local and/or regional procurement, and/or cash transfers and food vouchers, as applicable, for the life of the project.

**For projects with local and/or regional procurement:**

- (i) Actual metric tonnage and cost for commodities purchased, by commodity type and origin, compared to planned purchases and tonnage tendered (if there were differences).
- (ii) Actual transport costs, differentiating by ocean freight, inland transportation and internal domestic transportation.
- (iii) Time from (1) donor-signed agreement to tender; (2) tender to procurement; (3) procurement to possession by awardee in country of distribution; and (4) possession to distribution. Tender is defined as when the solicitation for commodity procurement is issued; procurement is defined as when commodity procurement contract is signed.
- (iv) Wholesale prices of the relevant commodities two weeks before and two weeks after tender in the primary location of commodity purchase. Additionally, regular retail price monitoring at the location of food distribution is expected. In the absence of robust pre-existing market information systems, awardees should utilize the most accurate, regular, and relevant prices available.
- (v) Where applicable, dollar value and metric tonnage of commodities procured from small holder producers, including market identifying information and location of producers.
- (vi) Commodity safety and quality assurance inspection results compared to local country food safety guidance or Codex Alimentarius, as referenced in the *Commodity Safety and Quality Assurance* section. Results must contain aflatoxin levels and moisture content certification. Commodity safety and quality inspection certificates will be submitted concurrent with quarterly performance monitoring reports through FFPMIS.
- (vii) Quantity of commodities lost by commodity type, value and reason of loss.

**For projects with cash transfers and food vouchers:**

- (i) Planned and actual number and value of food vouchers and cash transfers distributed to beneficiaries and number and value of food vouchers redeemed by beneficiaries.
- (ii) Time from donor-signed agreement to distribution to beneficiaries.

- (iii) Retail price information on key staples in the area of the project, two weeks before the project begins, monthly during the project, and two weeks after the project ends. In reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, grantees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts should be explained in the ARR, along with course corrections made.
- (iv) For cash transfer projects, post-distribution surveys to identify how beneficiaries used their additional resources.
- (v) For food voucher projects, the types and quantities of commodities the beneficiaries procured using their food vouchers.

## **VII. AGENCY CONTACT INFORMATION**

Agency Contact Information may be found in the Submission and Application Information, (D) Communications with USAID section.

## **VIII. OTHER INFORMATION**

### **RELEVANT WEBSITES FOR REFERENCE**

#### **B. U.S. Non-Governmental Organizations**

Awards to U.S. NGOs resulting from this APS will be administered in accordance with the following:

1. [ADS Chapter 303](#)
2. For Title II resources, [22 CFR 211](#)
3. 2 CFR 200
4. 2 CFR 700
5. [48 CFR 31.2](#)
6. [USAID Standard Provisions for U.S. Non-Governmental Organizations](#)
7. [Food for Peace Information Bulletins](#) (FFPIBs)

#### **C. Non-U.S. Non-Governmental Organizations**

Awards to non-U.S. NGOs resulting from this APS will be administered in accordance with the following:

1. [ADS Chapter 303](#)
2. 2 CFR 200
3. [2 CFR 700](#)
4. [ADS Chapter 591](#)



5. [Guidelines for financial audits contracted by foreign recipients](#)
6. For Title II resources, [22 CFR 211](#)
7. [48 CFR 31.2](#) for for-profit organizations
8. [USAID Standard Provisions for Non-U.S. Nongovernmental Organizations](#)
9. [Food for Peace Information Bulletins](#) (FFPIBs)

#### **D. PIOs**

Awards to PIOs resulting from this APS will be administered in accordance with the following:

1. [ADS Chapter 308](#)
2. [USAID Standard Provisions for Public International Organizations](#)

#### **E. Programmatic and Technical References**

Please consult the *Guidance* and *Resources* sections on [USAID's Food Assistance website](#) for further information pertaining to the international emergency food assistance project activities described in this APS. If you have suggestions for additional resources, please submit them to [FFPGrants@usaid.gov](mailto:FFPGrants@usaid.gov). USAID does not necessarily endorse the views expressed in the documents listed in the “*Online Resources*” section of the website.

For gender considerations see the following resources:

- USAID's [policy on Gender Equality and Female Empowerment](#)
- More information on gender integration in project design can be found on the [USAID website](#).
- [Gender Analysis Overview](#)
- Tips for conducting a gender analysis at the activity or project level can be found in [ADS 201](#).

For technical considerations on complementary services for all modalities see the following resources for technical requirements and guidelines for technical sectors:

- [USAID/Office of Conflict Management and Mitigation](#)
- [Sphere Handbook](#)

For country-specific FFP food assistance response figures, please refer to [USAID Food for Peace's Country Fact Sheets](#).